



Dear Bedford Taxpayer:

It's that time of the year again when everyone is closing out the previous year's business. A time to prepare and send W-2's and 1099 miscellaneous forms to the proper agencies. We strongly encourage companies to report their city W-2 tax information to us on CD or diskette. The required format to the Income Tax Division is the MMREF (IRS) format.

The City of Bedford requires every business to submit a photocopy of their 1099 forms to the Tax Department **PERTAINING TO WORK PERFORMED BY THEIR VENDORS, ONLY IN THE CITY OF BEDFORD** during the year 2004 by March 31, 2005. Do Not include your vendors that only supply a product(s) to your company.

We know this is a busy time of the year so we really appreciate the effort on your part to submit a copy of these forms at your earliest convenience.

We thank you for your anticipated cooperation and attention given to this matter.

Respectfully Submitted,

Frank C. Gambosi, CPA
Director of Finance/Tax Administrator
City of Bedford